

## MINORITY CONTRACTORS AND CRAFTSMEN TRADE ASSOCIATION

### PURPOSE AND BENEFICIARIES

The purpose of this project is to substantially increase the total dollar volume of contracts performed by Minority Contractors in the HCDA Planning Areas, by developing the administrative operation, technical and financial services, and procurement techniques for minority group construction contractors in order for their full productive participation in the construction industry.

The beneficiaries of this project will be minority contractors and sub-contractors who reside in the HCDA Planning Areas of Newark. Also, HCDA Planning Area residents who are seeking involvement in the construction industry as apprentices, journeymen and employees.

The specific purpose of this project is to find ways and means of substantially increasing the capability for small contractors who have been deprived of full participation in the construction industry. This project is pursuant to section 5 of the Housing Act of 1968, as amended and implemented through CDA letter #11.

### SCOPE AND CONTENT

This project has organized and developed a contractor's association. The Association of Building Construction Contractors of New Jersey, in order to promote the participation of the minority community in phases of the construction industry; such as, contractors, sub-contractors, estimators, foremen and journeymen. The contractor's association presently includes and represents the above areas in

overseeing and coordinating the efforts of the minority community to enter and sustain a position in the construction field. This is accomplished by providing planning, training, research, fiscal and technical services, collective bargaining and other means of pooling resources.

### ORGANIZATION OF THE ABCC

#### General Membership of N.J. MCCTA

Membership is open to general, speciality and sub-contractors in the area. There are no limitations relating to the size or net wealth of participating contractors. The primary condition of membership is that members follow certain ethical practices as outlined in the constitution and by-laws of the ABCC. During the bi-monthly general membership meetings, there is a review and evaluation of the policy and actions of ABCC. The general membership elects a Board of Directors to service annually.

#### Minority Contractors Association

President  
First Vice President  
Second Vice President  
Treasurer  
Secretary

Robert Powlett, Jr.  
James Harris  
Dorothy Drummer  
Andrew Meggett  
Daniel L. Tindall, Jr.

#### Board of Directors

Chairman  
Vice Chairman  
Secretary  
Members

James Malone  
James Harris  
Daniel Tindall, Jr.  
Thurman L. Smith  
Dorothy Drummer  
Robert Powlett, Jr.  
Andrew Meggett  
William Stanford  
Rossi Thomas

(Cont. of Board of Directors of MCCTA)

The Board of Directors are elected for yearly terms. At the time of election, the importance of having a diversified Board, that is one representing large and small contractors with each of the trades included, is stressed. In addition, the general membership or the Board itself, may invite outstanding representatives of labor and the construction industry to serve in the advisory capacity.

PROJECT ADMINISTRATION

This project is administered by the New Hope Development Corporation, acting as an operating agency for the Minority Contractors and Craftsmen Trade Association under a funding contract with the Mayor's Policy and Development Office. This funding provides for the NHDC staff to administer a program that:

1. Provides ways and means for its Beneficiaries to participate more effectively in the construction and home improvement industry, particularly in the Model Cities Neighborhood of Newark.
2. Provide its Beneficiaries with useful management and technical information vital to their individual construction operations inclusive of legal, technical and office services.
3. Provides a cost control accounting system that offers contractors a sound bookkeeping procedure.
4. Provides financial assistance to contractors in areas of lines of credit, bonding and loans from local banking institutions.

5. ~~Provides ethical standards for contractors in dealings~~  
with customers, suppliers and employers.

6. Develop work opportunities for minority contractors and negotiate joint ventures between our minority contractors and other contractors in New Jersey.

7. Provide the following on a daily basis: Mailing address and office space, typing and answering service; bookkeeping, financial statements and work history, Bond applications (pre-qualification forms, land applications, insurance arrangements) management consultation, cost accounting, drawings and specifications, quantity of materials, technical library and information, training courses, job information and referral file, union arrangements and recruiting of personnel.

#### COORDINATION

The project will coordinate with MPDO Manpower Component, CEP-Team, Joint Apprenticeship Program, State Employment, Urban League, Camps, PEP and all other manpower and economic development programs within Newark and its vicinity.

In an effort to enhance, expand and refine the capabilities of minority contractors in the City of Newark, MCCTA has increased its services to contractors. The New Jersey Contractor's Development Office serves as a Research and Training subsidiary of MCCTA. The incorporation of N.J.C.D.O. as a research and training component of MCCTA has been done to increase the capabilities and potentials of minority contractors in Newark, and thereby increase the economic well being of Newark residents.

#### RESEARCH AND DEVELOPMENT COMPONENT

##### Research

a. Location and Evaluation of local Minority Contractors. By compilation of current data supplemented by survey of the industry, locate and evaluate local minority contractors. This activity includes developing lists of minority contractors containing track records, levels of competence, financial capacity and other pertinent information.

b. Location and Negotiation of Prime Contractors  
Develop lists and contacts with prime contractors operating in Northern New Jersey. Locate major construction firms in area and negotiate sub contracts and/or joint ventures on behalf of minority contractors. Provide general consultative services to construction projects regarding applicable affirmative action regulations.

##### Training

The following seminars will be offered to minority contractors as training mechanisms to assist with their development.

a. Fiscal Management Seminars -  
Training will be provided in the areas of accounting and record keeping. Governmental rules and regulations concerning minority contractors will be examined, e.g. I.R.S. rules, Social Security rules, N.J. Corporate laws, N.J. Labor laws, Federal, State and Local affirmative action plans. Training will be offered for procedures and methods of scheduling manpower, equipment and materials, construction project financing and other pertinent items, such as, operations forecasting and pre-job procedures related to acquisition of license and permits.

All of the forementioned affects the financial outlook for contractors and will be examined throughout the seminars. The objective of this seminar shall be to assist each minority firm in having an adequate accounting and control system that will insure overhead operating expenses and business profit.

b. Blue Print Reading, Estimating and Job Scheduling Seminars-  
Training will be provided to assist minority contractors in blue print reading, estimating quantity take-offs, estimating labor costs, analyzing drawings, specifications, contract documents, job conditions and other relevant factors. These seminars will be geared to teaching successful techniques to minority firms. Information relative to new construction projects in the public changes in building, zoning and land use regulations, construction methods materials, accounting and bookkeeping systems, cost data and estimating manuals, and other information of a practical interest to contractors will be made available.

c. Public Relations, Business Practices, and Salesmanship Seminars-  
Training will be offered in seminars on public relation issues, i.e., procedures and techniques for minority contractor advertising and projecting their respective companies. Utilization of media, e.g., newspapers, magazines, radio and trade publications will be discussed. Business practices will be reviewed to reinforce sound policies with explanations of why they are sound, and those practices which are often used but not sound will also be reviewed. The development of relationship with banks, insurance brokers, bonding companies, material suppliers and building regulation agencies will also be reviewed. Discussions will also focus upon trade unions and their relationships with minority contractors.